

COURTESY COPY

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EXHIBIT 15

“Off-the-Clock” work

- Any time worked beyond an employee’s regularly scheduled hours is “off the clock” work and employee must be compensated
- Managers must compensate for all work time that they knew or should have known about
- Common examples
 - Employee takes calls or works at home during non-scheduled hours
 - Allowing or requiring work to be done before or after a shift
 - employee arrives early and starts working
 - employee logs on to computer before start of shift
 - employee helps another employee (answers a question, etc.)
 - employee works through lunch
 - employee finishes a call, cleans up, does paperwork or completes tasks
 - logging calls
 - completing status reports

